



Careers & Lifestyle

# COURSE GUIDE

# 2025

February  
to April



Offering a range of fee free/subsidised Certificate & Diploma courses in Business, Community Services, Counselling, Health, Early Childhood, Education Support and Aged/Disability Care.

RTO Code 90113 - The NSW  
Department of Education has  
recognised our organisation as a  
High Performing Provider.

9970 1000  
[nbmc.nsw.edu.au](http://nbmc.nsw.edu.au)

## Contents

ACE/TSB Funded Training	7
Aged & Disability	5
Allied Health	5
Arts & Craft	13
Assistant in Nursing	5
Childcare	4
Community Services	6
Computers	10
Counselling	6
Entrepreneurship & New Business	6
Fee Free Training (Short Courses)	8
Languages	12
Leadership & Management	6
Lifestyle	14
Locations	15
Project Management	6
Short Course Enrolment Form	15
<b>NEW</b> Tourism	4
Workskills	9

## How To Enrol:

**Online:** nbmc.nsw.edu.au

**Phone:** 9970 1000

**In person:** L1, 14 William St, Brookvale  
Mon to Thur - 9am to 5pm  
Friday - 9am to 4pm

**By post:** See enrolment form on  
pg 15

**Scan QR  
code to go  
direct to  
website:**



**KEEP UPDATED** - Sign up to our newsletter for information on courses & to see what's on at NBMC. To subscribe visit: nbmc.nsw.edu.au

All information is correct at time of publication. Please double check website for course dates and times.

## Accredited Training Explained

In Australia, we have three different levels of education:

- School (primary and secondary)
- VET (vocational education & training)
- University (higher education)



In VET, if a course is accredited, it means the course is nationally recognised and that a registered training organisation (RTO) can issue a nationally recognised VET qualification or VET statement of attainment following its full or partial completion. VET qualifications can be offered at different levels starting from Certificate I through to Graduate Diplomas. These are part of the Australian Qualifications Framework.

NBMC offers a range of full qualification and short courses which are identified with the above logo as they are "accredited".

The content of each accredited course is drawn from a Training Package which is a set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry.

RTOs in NSW (this includes most Community Colleges, TAFEs and private RTOs) are registered with the Australian Skills Quality Authority (ASQA) to deliver training. To operate as an RTO we are all required to meet stringent standards and audited regularly by ASQA to ensure compliance with those standards.

## About NBMC

NBMC is a not for profit organisation providing quality, flexible and supportive training. We offer a wide range of accredited, workskills and lifestyle courses to the community.

Further information about the College, funding opportunities for individuals and businesses and traineeships can be found on our website at: nbmc.nsw.edu.au or please phone us on 9970 1000.

### Registered Training Organisation

NBMC (Northern Beaches Community College Ltd T/A Northern Beaches & Mosman College) is a Registered Training Organisation (RTO) national code 90113. We are registered with the Australian Skills Quality Authority (ASQA) to deliver training, assess and issue Statements of Attainment and/or qualifications that appear on our scope of registration.

## Recognition of Prior Learning

Your existing skills & knowledge can be recognised into either a part or full qualification. This relates only to qualifications which the College has within its scope of registration. Please contact the College for further information.



## USI Unique Student Identifier

All students enrolling in Nationally Recognised Training must provide a Unique Student Identifier (USI). For more information or to obtain a USI please go to: www.usi.gov.au

## Chat With A Coordinator

If you are interested in one of our many Certificate/ Diploma courses but are unsure which course is right for you our Coordinators are here to help. You can chat on the phone or call and book an appointment to chat face-to-face either at one of our offices or via Zoom.



### Natalie Thornberry

- Early Childhood Education & Care
- School Based Education Support
- Leadership & Management

9970 1053

natalie@nbmc.nsw.edu.au



### Nadia Louw

- Assistant in Nursing, Allied Health
- Community Services, Counselling
- Leisure & Health

9970 1008

nadia@nbmc.nsw.edu.au



### Mairead O'Leary

- Aged & Disability Care
- Computers

9970 1001

mairead@nbmc.nsw.edu.au



### Julie Lindfield

- Entrepreneurship & New Business
- Project Management

9970 1051

julie@nbmc.nsw.edu.au

# FUNDED/ SUBSIDISED TRAINING

## Q1. Can you answer yes to all 4 statements below?

- I am an Australian Citizen/Permanent Australian Resident/New Zealand Citizen/Humanitarian visa holder or a partner visa holder whose sponsor is a humanitarian visa holder, and
- I am aged 15 years or older, and
- I am no longer in secondary education (excluding registered home schooled), and
- I live or work in NSW

## ACCREDITED QUALIFICATION COURSES

NSW Fee Free - Limited Spaces - Apply Now



If you said **Yes** to **Q1** you are eligible to study the below Nationally Accredited Certificate/Diploma courses. Those marked with **FF** are **fully funded** under **NSW Fee Free\***, those with **S** are subsidised under **NSW Smart & Skilled\*\***.

Course	Page	Course	Page
<b>FF</b> CHC30121 Certificate III in Early Childhood Education & Care	4	<b>FF</b> CHC43015 Certificate IV in Ageing Support for Existing Workers	5
<b>FF</b> CHC40221 Certificate IV in School Based Education Support	4	<b>FF</b> BSB40320 Certificate IV in Entrepreneurship & New Business	6
<b>FF</b> CHC50121 Diploma of Early Childhood Education & Care	4	<b>S</b> BSB50420 Diploma of Leadership & Management	6
<b>FF</b> HLT33021 Certificate III in Allied Health Assistance	5	<b>S</b> BSB50820 Diploma of Project Management	6
<b>FF</b> HLT33115 Certificate III in Health Services Assistance	5	<b>Fee Free Courses available under NSW Smart &amp; Skilled</b>	
<b>FF</b> CHC42021 Certificate IV in Community Services	6	Essential Computer Skills (FSK10219 Cert. I in Skills for Vocational Pathways)	11
<b>FF</b> CHC51015 Diploma of Counselling	6	Basic Computer Skills For Non English Speakers (Short Course)	9
<b>FF</b> CHC33021 Certificate III in Individual Support (Ageing or Disability)	5	Polishing Your Resume & Interview Techniques (Short Course)	9
<b>FF</b> CHC33021 Certificate III in Individual Support for Existing Workers (Ageing or Disability)	5	Digital Skills for the Over 55s (Short Course)	11
		Digital Skills for Workplace Essentials (Short Course)	11

\*Training in priority qualifications is fee-free and fully funded by the NSW and Commonwealth Governments. \*\*This training is subsidised by the NSW Government.

## FEE FREE SHORT COURSES



If you said **Yes** to **Q1** check out page 6 to see if you are eligible under **Adult & Community Education (ACE)\*** or **Targeted Skills for Small Business (TSB)\*** to study short courses marked with either **✓** or **✓**.

\*This training is subsidised by the NSW Government.

## FEE FREE SKILL SETS FOR 17-24 YEAR OLDS\*



If you said **Yes** to **Q1** and are aged between **17-24** years old talk to us about studying these **fee free** short courses.

Learn skills to help you gain employment, assist in future study or help you work while you learn.



**Business Skills** - Prepare for your future with some of the tools that employer's value and set yourself up for success in a dynamic professional world. Gain practical expertise in essential business technologies - InDesign, Excel, Outlook. **Units:** BSBTEC301 Design and produce business documents; BSBTEC302 Design and produce spreadsheets; BSBOPS303 organise schedules.

**Wk 1: Wed 22, Thu 23, Fri 24 Jan** **\$0\*** **9.30am-3.30pm** Brookvale Campus  
**Wk 2: Thu 30 Jan & Fri 31 Jan**  
**Wk 3: Thu 6 Feb & Fri 7 Feb 25**  
 Held over 3 weeks  
 (7 training days in total)



**Early Childhood Skills** - Set yourself up for a career in childcare and education, or use this skill set for part-time opportunities in before-and-after-school care and vacation care programs - perfect for those looking to gain experience while studying or balancing other commitments. **Units:** HLTWH5001 Participate in workplace health and safety; CHCPRT025 Identify and report children and young people at risk; HLTALD012 Provide first aid in an education and care setting.

**28 Jan to 5 Feb 25 + First Aid** **\$0\*** **9.30am-3.30pm** Brookvale Campus  
 Tuesdays & Wednesdays  
 Held over 2 weeks + First Aid  
 First aid (9am-5pm - pre-course work req'd) choose either:  
**Fri 31 Jan 25 or Sat 15 Feb**



**Health & Community Skills** - This short course is perfect for young people thinking about a career in the health & disability industry, or those who want to learn how to support others. Learn about what it takes to be a healthcare worker, safe movements and infection control, how the body systems work and first aid. **Units:** HLTWH5002 Follow safe work practices for direct client care; CHCCOM005 Communicate and work in health or community services; CHCCCS041 Recognise healthy body systems; HLTALD011 Provide first aid.

**Tue 21 Jan to Tues 4 Feb 25** **\$0\*** **9.30am-3.30pm** Brookvale Campus  
 Tuesdays and Wednesdays  
 Held over 3 weeks + First Aid  
 First aid (9am-5pm - pre-course work req'd) choose either:  
**Fri 31 Jan 25 or Sat 15 Feb**

\*This training is fee-free and fully funded by the NSW Government.

Full details are available on our website: [nbmc.nsw.edu.au](http://nbmc.nsw.edu.au). On successful completion of the above skill sets student's will receive a Statement of Attainment. Successfully completed units may be used as credit transfers against future vocational training.

Please note all funded/subsidised training is subject to eligibility criteria. Full details are available on our website: [nbmc.nsw.edu.au](http://nbmc.nsw.edu.au).



# Tourism

## NEW SIT30122 Certificate III in Tourism



This nationally recognised qualification equips you with the skills and knowledge to excel in the dynamic tourism industry. Learn about customer service, tourism sales, reservations, and destination knowledge while gaining practical experience to prepare for roles in tourism, tour operations, and visitor information services.

**Career Options:** Booking Agent, Customer Service Agent, Tour Guide, Visitor Information Officer

### Notes:

- Incl. flexible, weekly directed self-study hrs.

Day/Evening	Date	Time	Location
Coming soon - check website for updates or register your interest with Julie Lindfield.			

**For more information** please contact Julie Lindfield on 9970 1051 or [julie@nbmc.nsw.edu.au](mailto:julie@nbmc.nsw.edu.au)

# Childhood Education & Care

## CHC30121 Certificate III in EARLY CHILDHOOD EDUCATION & CARE

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.



This course is the first step in your exciting career as an early childhood educator. It is mandatory to have, or be actively working towards, this qualification if you want to work at an approved early childhood service.

**Career Options:** Early Childhood Educator; Childhood Educator Assistant; Nanny; Family Day Care Worker; Play Group Supervisor; Occasional Care Facilities; Crèches; Preschools

### Notes:

- Incl. flexible, weekly directed self-study hrs
- Working with Children Check required
- Mandatory full day req'd for First Aid (Sat)
- Covid Vaccination cert. may be required per Centre requirements.

Day/Evening	Date	Time	Location
2 days per week - Thu & Fri	<b>13 Feb to 26 Sep 25</b>	<b>9.30am - 2.30pm</b>	Brookvale Campus

*Min. 160 hrs work placement (9am-5pm) - 3 days per week (Wed, Thur, Fri) in Terms 2 & 3 2025 - organised by the College.*

**For more information** please contact Natalie Thornberry on 9970 1053 or [natalie@nbmc.nsw.edu.au](mailto:natalie@nbmc.nsw.edu.au)

## CHC40221 Certificate IV in SCHOOL BASED EDUCATION SUPPORT

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.



Assist teachers & support student's learning in a range of classroom settings under the guidance of a teacher or other educational professional. Workers may be involved in facilitation of learning for a range of instructional groupings, including for those students in need of additional support.

**Career Options:** Teacher's Aide; Education Assistant; Teaching Assistant; Education Support Worker; Special Needs Education Support Worker; Aboriginal/ Torres Strait Islander Education Worker; Indigenous Language & Culture Teaching Assistant.

### Notes:

- Incl. flexible, weekly directed self-study hours
- Working With Children Check required.
- Mandatory full day req'd for First Aid (Fri or Sat)

Day/Evening	Date	Time	Location
2 days per week - Tues & Wed	<b>11 Feb to 26 Nov 25</b>	<b>9.30am - 2.30pm</b>	Brookvale Campus

*100 hrs work placement (8.30am-3.30pm) - 2 days per week (Thur & Fri) in Terms 1 & 2 2025 - organised by the College.*

**For more information** please contact Natalie Thornberry on 9970 1053 or [natalie@nbmc.nsw.edu.au](mailto:natalie@nbmc.nsw.edu.au)

## CHC50121 Diploma of EARLY CHILDHOOD EDUCATION & CARE

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.



Take this fantastic opportunity to **upskill fee free\***. This course offers more advanced skills to help you take on more responsibility.

**Career Options:** Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker

**Prerequisite:** Hold either a CHC30113 or CHC30121 Cert. III in Early Childhood Education & Care

### Notes:

- Covid Vaccination certificate may be required per Centre requirements.
- Incl. flexible, weekly directed self-study hrs
- Working with Children Check required

Day/Evening	Date	Time	Location
1 day per week - Wed	<b>5 Feb 25 to 18 Mar 26</b>	<b>9.30am - 2.30pm</b>	Brookvale Campus

*280 hours work placement - for more information see website or contact Natalie Thornberry.*

**For more information** please contact Natalie Thornberry on 9970 1053 or [natalie@nbmc.nsw.edu.au](mailto:natalie@nbmc.nsw.edu.au)

Please note all funded/subsidised training is subject to eligibility criteria. Full details are available on our website: [nbmc.nsw.edu.au](http://nbmc.nsw.edu.au)

\*Training in priority qualifications is fee-free and fully funded by the NSW and Commonwealth Governments. \*\*This training is subsidised by the NSW Government.



## FEE FREE TRAINEESHIPS - Do you need more staff, or do you have new staff you want to upskill? Talk to us about Fee Free Traineeships\* with Government incentives.

Employees can "learn & earn" while employers gain skilled staff for their businesses, as well as financial incentives offered by the Government. Talk to us today to see how we can help you -

**9970 1000**

\*See website for trainee eligibility criteria. This training is subsidised by the NSW Government. Scan QR code for more information.



**Government incentives for Employers & Trainees.**

## Aged & Disability

### CHC33021 Certificate III in INDIVIDUAL SUPPORT (Ageing or Disability)

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.



- FF** Improve the quality of life of others as you start your career as a care/support worker with a home care service provider and/or an aged care facility.
- Career Options:** Assistant in Nursing; Home Care Assistant; In-Home Respite Worker; Personal or Community Care Attendant; Support Service Worker

Day/Evening	Date	Time	Location
2 days per week - Wed & Fri	12 Feb to 23 Jul 25	9.00am - 3.00pm	Brookvale Campus

**For more information** please contact Mairead O'Leary on 9970 1001 or [mairead@nbmc.nsw.edu.au](mailto:mairead@nbmc.nsw.edu.au)

- Notes:**
- Completion of 120 hrs work placement (organised by the College) - Covid Vacc. cert. may be req'd
  - Incl. flexible, weekly directed self-study hrs
  - Disability units will be held on Mondays

### CHC33021 Certificate III in INDIVIDUAL SUPPORT for Existing Workers (Ageing or Disability)

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.



- FF** **FAST TRACK for Existing Workers - Already working in the aged care/disability industry but don't currently have your qualification, we have designed a course just for you.**
- Pre-requisite:** Minimum one year's experience in the industry, plus your employer's agreement for work placement hours.

Day/Evening	Date	Time	Location
1 evening per week - Mon plus 4 x Saturdays (9.30am - 4pm)	10 Feb to 28 Jul 25	5.30pm - 9.00pm	Brookvale Campus

**For more information** please contact Mairead O'Leary on 9970 1001 or [mairead@nbmc.nsw.edu.au](mailto:mairead@nbmc.nsw.edu.au)

- Notes:**
- Completion of 120 hrs work placement (organised by College - current work hours may be acceptable) - Covid Vacc. cert. may be req'd
  - Incl. flexible, weekly directed self-study hrs
  - Disability units held Mondays

### CHC43015 Certificate IV in AGEING SUPPORT for Existing Workers

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.



- FF** If you have your Cert. III in Individual Support, & work in the industry, take this fantastic opportunity to **upskill fee free\***. This course offers advanced skills to help you be more specialised & take on more responsibility. May also incl. medication unit - discuss requirements with Coordinator on enrolment.
- Career Options:** Hostel Supervisor; Care Supervisor; Program Coordinator - Social Programs; Care Team Leader; Residential Care Worker; Client Liaison.

Day/Evening	Date	Time	Location
1 evening per week - Mon	10 Feb to 22 Sep 25	6.00pm - 9.00pm	Brookvale Campus

**For more information** please contact Mairead O'Leary on 9970 1001 or [mairead@nbmc.nsw.edu.au](mailto:mairead@nbmc.nsw.edu.au)

- Notes:**
- Completion of 120 hrs work placement (current work hours may be acceptable) - Covid Vaccination cert. may be required
  - Incl. flexible, weekly directed self-study hrs
  - Additional First Aid Training day

## Assistant in Nursing & Allied Health

### HLT33115 Certificate III in HEALTH SERVICES ASSISTANCE (Assisting in nursing work in acute care)

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.



- FF** Gain the knowledge and skills as a Nursing Assistant in a hospital or other health care facility to work with health care professionals in delivering the highest level of care.
- Career Options:** Assistant in Nursing; Nursing Support Worker; Ward Person

Day/Evening	Date	Time	Location
2 days per week - Thu & Fri	13 Feb to 18 Jul 25	9.30am - 2.30pm	Brookvale Campus

**For more information** contact Nadia Louw on 9970 1008 or [nadia@nbmc.nsw.edu.au](mailto:nadia@nbmc.nsw.edu.au)

- Notes:**
- Completion of 80 hrs work placement (organised by the College) - Covid Vacc. cert. may be req'd
  - Incl. flexible, weekly directed self-study hrs
  - Additional First Aid Training day

◆ **Expand your employment opportunities! Talk to us about completing these two courses concurrently.** ◆

### HLT33021 Certificate III in ALLIED HEALTH ASSISTANCE

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.



- FF** This course is for the self-motivated individual who gets excited about assisting allied health professionals with therapy programs to improve a client's quality of life in settings such as private practices and aged care facilities.
- Career Options:** Allied Health Assistant; Occupational Therapy Asst; Physiotherapist's Assistant; Podiatrist's Assistant

Day/Evening	Date	Time	Location
2 days per week - Thu & Fri	13 Feb to 18 Jul 25	9.30am - 2.30pm	Brookvale Campus

**For more information** contact Nadia Louw on 9970 1008 or [nadia@nbmc.nsw.edu.au](mailto:nadia@nbmc.nsw.edu.au)

- Notes:**
- Completion of 120 hrs work placement (organised by the College) - Covid Vacc. cert. may be req'd
  - Incl. flexible, weekly directed self-study hrs
  - Additional First Aid Training day

### CHC43415 Certificate IV in Leisure & Health - available Term 2 2025.

Please note all funded/subsidised training is subject to eligibility criteria. Full details are available on our website: [nbmc.nsw.edu.au](http://nbmc.nsw.edu.au).

\*Training in priority qualifications is fee-free and fully funded by the NSW and Commonwealth Governments. \*\*This training is subsidised by the NSW Government.

# Community Services & Counselling

## CHC42021 Certificate IV in COMMUNITY SERVICES



Embrace a rewarding career in community services and help people in the community regain more control over their lives and future.



**Career Options:** Community Support Worker; Case Worker (Community Services); Domestic Violence Officer; Early Intervention Homelessness Worker; Welfare Support Worker; Youth Support Worker.

Day/Evening	Date	Time	Location
1 evening per week - Mon	10 Feb to 15 Dec 25	5.30pm - 8.30pm	Brookvale Campus
1 day per week - Thur	13 Feb to 18 Dec 25	10.00am - 1.00pm	Brookvale Campus

**For more information** contact Nadia Louw on 9970 1008 or [nadia@nbmc.nsw.edu.au](mailto:nadia@nbmc.nsw.edu.au)

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.

### Notes:

- Completion of min. 40 hrs work placement (self arranged, with support from the College)
- Incl. flexible, weekly directed self-study hrs
- If chosen as an elective, First Aid training is held on Fridays or Saturdays.

Do you already have a Cert. IV in Community Services or a Diploma of Counselling, talk to us about credit transfers, they can reduce the cost of these courses.

## CHC51015 Diploma of COUNSELLING



Start your learning journey towards a fulfilling career in counselling with us. Our course will teach you the essential skills and knowledge to actively listen, effectively communicate and draw on varied counselling therapies to empower your clients to achieve their goals. Becoming a counsellor requires qualities such as empathy, patience, and a sincere dedication to the welfare of others.



**Career Options:** In addition to individual therapy, counsellors also work in the Community Services sector such as Community outreach programs; Welfare services; Rehabilitation and Family support.

Day/Evening	Date	Time	Location
1 evening per week - Tues	11 Feb to 16 Dec 25	5.30pm - 8.30pm	Zoom
1 day per week - Wed	12 Feb to 17 Dec 25	9.30am - 2.30pm	Brookvale Campus

**For more information** contact Nadia Louw on 9970 1008 or [nadia@nbmc.nsw.edu.au](mailto:nadia@nbmc.nsw.edu.au)

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.

### Notes:

- Completion of work placement may be required
- Incl. flexible, weekly directed self-study hours
- It is mandatory that students attending via Zoom must attend some face-to-face training where scheduled.

## Business

## BSB40320 Certificate IV in ENTREPRENEURSHIP & NEW BUSINESS



Do you have a great idea for a new business or do you need to develop your skills for an existing business? This course will give you the practical understanding of what it takes to run a successful small business.



**Career Options:** Small Business Manager

Day/Evening	Date	Time	Location
1 evening per week - Wed plus 6 x Saturdays (9.30am - 3.30pm)	12 Feb 25 to 25 Feb 26	6.00pm - 9.00pm	Wed - Zoom Sat - Brookvale Campus

**For more information** please contact Julie Lindfield on 9970 1051 or [julie@nbmc.nsw.edu.au](mailto:julie@nbmc.nsw.edu.au)

**Cost: \$0\*** if eligible for NSW Fee Free, see pg 3.

### Notes:

- Incl. flexible, weekly directed self-study hrs.
- It is mandatory that students attending via Zoom must attend face-to-face training where Saturdays are scheduled.

## BSB50420 Diploma of LEADERSHIP & MANAGEMENT



This qualification, designed by industry professionals, will help to bring out your natural initiative, judgement and communication skills to support others, both individually and in teams, to successfully meet organisational needs.

**Career Options:** Manager across a range of enterprise and industry contexts.

**Cost:** From \$2530\*\*. Interest free payment plan available.

Day/Evening	Date	Time	Location
1 evening per week - Tues plus 4 x Saturdays (9.30am - 2.30pm)	11 Feb to 16 Dec 25	5.30pm - 8.30pm	Brookvale Campus

**For more information** please contact Natalie Thornberry on 9970 1053 or [natalie@nbmc.nsw.edu.au](mailto:natalie@nbmc.nsw.edu.au)

**From \$2530**

### Notes:

- Incl. flexible, weekly directed self-study hours
- It is mandatory that students attending via Zoom must attend face-to-face training where Saturdays (9.30am to 2.30pm) are scheduled.

## BSB50820 Diploma of PROJECT MANAGEMENT



Gain the skills to step up as a project manager or team leader. Learn to effectively manage stakeholder relationships, budgeting and deadlines, and build transferable knowledge to succeed in project management roles across a range of industries. Learn about the fundamental methodologies of PMBOK, PRINCE2, and AGILE.

**Career Options:** Project Manager; Project Team Leader

**Cost:** From \$2530\*\*. Interest free payment plan available.

Day/Evening	Date	Time	Location
1 evening per week - Wed + 7 x Saturdays (9.30am-3.30pm)	12 Feb 25 to 25 Mar 26	6.00pm - 9.00pm	Wed - Zoom Sat - Brookvale Campus

**For more information** please contact Julie Lindfield on 9970 1051 or [julie@nbmc.nsw.edu.au](mailto:julie@nbmc.nsw.edu.au)

**From \$2530**

### Notes:

- Incl. flexible, weekly directed self-study hours
- It is mandatory that students attending via Zoom must attend face-to-face training where Saturdays (9.30am to 3.30pm) are scheduled.

Please note all funded/subsidised training is subject to eligibility criteria. Full details are available on our website: [nbmc.nsw.edu.au](http://nbmc.nsw.edu.au).

\*Training in priority qualifications is fee-free and fully funded by the NSW and Commonwealth Governments. \*\*This training is subsidised by the NSW Government.



# FUNDED TRAINING

## Q1. Can you answer yes to all 4 statements below?

- I am an Australian Citizen/Permanent Australian Resident/New Zealand Citizen/Humanitarian visa holder or a partner visa holder whose sponsor is a humanitarian visa holder; or is an eligible asylum seeker, and
- I am aged 15 years or older, and
- I am no longer in secondary education (excluding registered home schooled), and
- I live or work in NSW

Did you know the NSW Government fully subsidises a variety of funded training to assist eligible students to complete training which will help them improve their employment opportunities and/or move into higher level training. Why not check below to see if you meet the criteria.

## ✓ADULT & COMMUNITY EDUCATION (ACE\*)

### Q2. Can you tick **one** of the options below?

- ☐ I am Aboriginal/Torres Strait Islander; or
- ☐ I am mature age (over 55 years) needing to upskill/reskill; or
- ☐ I am unemployed/under employed (under 25 hours); or
- ☐ I left school prior to year 12 or equivalent; or
- ☐ I am aged between 15-24 years and am at risk of not progressing to further education; or
- ☐ I am returning to the workforce after a gap of more than 12 months; or
- ☐ English is my second language and it prevents me from effectively participating in the community or employment; or
- ☐ I am affected by personal circumstances (eg. domestic/family violence/coercion situation; recovering from drug/alcohol addiction; exited/or at risk of entering the criminal justice system); or
- ☐ I have a physical or mental impairment that substantially limits one or more major life activities; or
- ☐ I have a disability or am the dependent child, spouse or partner of a person with a disability; or
- ☐ I have low language, literacy, numeracy or digital skills; or
- ☐ I am experiencing significant socio-economic hardship; or
- ☐ I am a recipient of an eligible benefit, or a dependent child, spouse or partner of a recipient of an eligible benefit.

**Applicable Benefits**

• Age Pension	• Family Tax Benefit	• Parenting Payment	• Veterans' Children
• Austudy	Part A (max. rate)	(Single)	Education Scheme
• Carer Payment*	• Farm Household	• Special Benefit	• Youth Allowance
• Disability Support	Allowance	• Veterans' Affairs	• Widow Allowance
Pension	• Jobseeker Payment	Pensions	

\*The Carer Payment is a specific benefit paid by the Commonwealth; this category does not include the Carer Allowance or Carer Adjustment Pay.

If you can say **Yes** to **Q1 & Q2** keep an eye out for courses marked with a ✓ you may be eligible for **fee free** training under **Adult & Community Education (ACE\*)** funding.

OR

## ✓TARGETED SKILLS FOR SMALL BUSINESS (TSB\*)

### Q3. Can you answer **yes** to the option below?

- ☐ I am the owner/employee of a small business (**Note:** A small business is an enterprise with less than 20 full time equivalent (FTE) employees.)

If you can say **Yes** to **Q1 & Q3** keep an eye out for courses marked with a ✓ you may be eligible for **fee free** training under **Targeted Skills for Small Business (TSB\*)** funding.

## INTRODUCTION TO COMPUTERS incl. myGov



✓ **Do you have a computer but are confused and not even sure how to turn it on? This course could be for you.**

This course covers the very basics including:

- How to navigate around a computer
- How to search the internet
- How to use myGov

Numbers in the class are kept low, which enables the trainer to spend quality time with students. The course is fully funded however you do need to meet the Adult & Community Education (ACE) funding criteria above.

Course Date	Time	Day	Location
28 Feb to 4 Apr 25	9.30am to 2.30pm	1 Friday per week for 6 weeks	Brookvale Campus

BSBTEC101 Operate Digital Devices & BSBTEC203 Research using the Internet.

**For more information please contact:** Susan Wilkinson on 9970 1000 or email vet@nbmc.nsw.edu.au

If you don't meet ACE funding criteria, or you would like a fee free basic computer course with a little more content, see Essential Computer Skills on pg.11.

**Cost: \$0\*** if eligible for ACE funding, see above.

An enrolment form must be completed. If you require assistance completing the form, please join us at our

**ENROLMENT SESSION:**

**Wed 4 Feb 2025**

**10am to 5pm**

**L1/14 William St, Brookvale**







*This training is subsidised by the NSW Government.*

**Not suitable for Apple Mac Users.**









More fully funded short courses are available on pages 8 to 11, look for ✓ACE\* or ✓TSB\*.

\*ACE/TSB funded training is subsidised by the NSW Government.

# Health & Community Services

COURSE	DATES	COST	TIME	LOCATION
 <b>Medical Receptionist</b> - This course will provide you with the foundation skills for your new career as a medical receptionist. <b>Pre-requisite:</b> Confident keyboarding & MS Word knowledge essential. <i>Units: BSBMED301 Interpret &amp; apply medical terminology appropriately; BSBMED302 Prepare &amp; process medical accounts; BSBMED303 Maintain patient records; BSBMED305 Apply the principles of confidentiality, privacy &amp; security within the medical environment.</i>	<b>10 Feb to 01 Apr 25</b> 2 days per week - Mon & Tues - 4 x Mondays & 8 x Tuesdays	\$1558 <b>\$799</b> gst exempt <b>or \$0*</b>	<b>9.00am - 2.30pm</b>	Brookvale Campus
 <b>Introduction to Working for a Community Services Organisation -</b> This course is designed to give you a taste of what it is like working for a community services organisation and a rewarding career in community services. <i>Units: CHCADV001 Facilitate the interests and rights of clients; CHCCOM002 Use communication to build relationships; CHCPRP001 Develop and maintain networks and collaborative partnerships.</i>	<b>10 Feb to 17 Mar 25</b> 1 evening per week - Mondays - 6 weeks <b>or</b> <b>13 Feb to 20 Mar 25</b> 1 day per week - Thursdays - 6 weeks	\$480 gst exempt <b>or \$0*</b>  \$480 gst exempt <b>or \$0*</b>	<b>5.30pm - 8.30pm</b>  <b>10am - 1.00pm</b>	Brookvale Campus  Brookvale Campus
 <b>Introduction to Working in the Health Industry -</b> The units in this introductory course are from HLT33115 Cert. III in Health Services Assistance / HLT33021 Cert. III in Allied Health Assistance. <i>Units: CHCCOM005 Communicate and work in health or community services; CHCDIV001 Work with diverse people; BSBMED301 Interpret and apply medical terminology appropriately.</i>	<b>13 Feb to 28 Feb 25</b> 2 days per week - Thu & Fri - 3 weeks Trainer: Jyothi Immaraj	\$742 <b>\$480</b> gst exempt <b>or \$0*</b>	<b>9.30am - 2.30pm</b>	Brookvale Campus
 <b>NEW Mediation Skills</b> - This course is designed to broaden your existing skills to include mediation. This short course reflects the skill requirements for individuals who act as mediators in a community services context. You will learn how to prepare, facilitate and then conclude mediation processes with clients with varying circumstances and types of dispute. <i>Units: CHCMED004 Prepare for mediation; CHCMED005 Facilitate mediation; CHCMED006 Consolidate and conclude mediation.</i>	<b>18 Mar to 27 May 25</b> 1 evening per week - Tuesdays - 10 weeks Trainer: Anne-Louise James	\$789 gst exempt	<b>6.00pm - 9.00pm</b>	Zoom
 <b>Advocacy Skills Workshop</b> - This short course reflects the skill requirements for work in advocating, or representing, clients in the health or community sector. <i>Units: CHCADV001 Facilitate the interests &amp; rights of clients; CHCADV002 Provide advocacy &amp; representation services.</i>	<b>20 Feb to 13 Mar 25</b> 1 evening per week - Thursdays - 4 weeks <b>or</b> <b>21 Feb to 14 Mar 25</b> 1 day per week - Fridays - 4 weeks	\$330 gst exempt <b>or \$0*</b>  \$330 gst exempt <b>or \$0*</b>	<b>5.00pm - 8.00pm</b>  <b>10.00am - 1.00pm</b>	Brookvale Campus  Brookvale Campus
 <b>Manage Behaviours of Concern</b> - We will equip you with the skills and knowledge required to handle difficult and challenging behaviours in the workplace. <i>Unit: CHCCSO20 Respond effectively to behaviours of concern.</i>	<b>Thu 6 Mar &amp; Fri 7 Mar 25</b> 2 sessions Trainer: Jyothi Immaraj	\$250 gst exempt <b>or \$0*</b>	<b>9.30am - 2.30pm</b>	Brookvale Campus

## Business

 <b>Kickstart Your New Business</b> - Thinking of starting a business or needing to grow your new business? This dynamic course equips students with the essential tools to craft a robust business plan and develop the skills needed to successfully launch and promote your brand. <i>Units: BSBESB301 Investigate business opportunities; BSBESB302 Develop and present business proposals.</i>	<b>12 Feb to 9 Apr 25</b> 1 evening per week - Wed - 9 weeks + 1 x Saturday* 1 Mar Trainer: Philip John	\$853 gst exempt <b>or \$0*</b>	<b>6.00pm - 9.00pm</b>  <b>(Sat*: 9.30am-3.30pm)</b>	Wed: Zoom Sat: Brookvale Campus
 <b>AI Essentials For Your Business</b> - Whether you're new to AI or looking to enhance your existing knowledge, discover how AI can transform your business by automating routine tasks, streamlining operations, and reducing costs for your business. <i>Unit: BSBTEC301 Design and produce business documents.</i>	<b>28 Feb to 28 Mar 25</b> 1 day per week - Fridays - 5 weeks Trainer: Philip John	\$405 gst exempt <b>or \$0*</b>	<b>9.30am - 12.30pm</b>	Zoom
 <b>Beyond The Essentials: Mastering AI Tools For Your Business</b> - This course continues on from AI Essentials For Your Business. Learn prompt engineering techniques, so you become accustomed to and learn how to talk to the AI tool of your choice, as well as create a strategy for a specific purpose. <i>Must have completed AI Essentials for Your Business. Please see website for more prerequisites.</i>	<b>5 April 25</b> 1 day per week - Saturday Trainer: Philip John	\$170 gst exempt <b>or \$0*</b>	<b>9.00am - 3.30pm</b>	Brookvale Campus
 <b>Creating a Website For Your Business</b> - Learn essential principles, Master AI tools, and create dynamic, user-friendly websites to enable your customers to find you. Unleash your creativity to explore new ways to define your brand. <i>Note: Students will need to bring a laptop with a mouse, as well as have full (admin) access to all accounts, incl. Google accounts.</i>	<b>22 Mar to 5 Apr 25</b> 3 consecutive Saturdays Trainer: TBC	\$405 gst exempt <b>or \$0*</b>	<b>9.30am - 3.00pm</b>	Brookvale Campus
 <b>Video Marketing Your Business</b> - From scripting and shooting to editing and distribution, gain practical skills to showcase your products or services effectively using the power of video making. Unlock the power of visual storytelling to elevate your brand and attract customers. <i>Unit: CUADIG311 Prepare video assets.</i>	<b>15 Mar to 29 Mar 25</b> Saturdays - mixed sessions - see times. Trainer: Philip John	\$315 gst exempt <b>or \$0*</b>	<b>15 Mar - 9.30am-12.30pm</b> <b>22 Mar - 9.30am-3.30pm</b> <b>29 Mar - 9.30am-12.30pm</b>	Zoom Brookvale Campus Zoom
 <b>NEW HR Recruitment Essentials</b> - Looking to build your skills in HR? This 4-week evening course is ideal for those working in Human Resources or anyone with recruitment and onboarding responsibilities as part of their role. <i>Unit: BSBHRM415 Coordinate recruitment and onboarding.</i>	<b>3 Feb to 24 Feb 25</b> 1 evening per week - Mon - 4 weeks Trainer: Philip John	\$330 gst exempt <b>or \$0*</b>	<b>6.00pm - 9.00pm</b>	Zoom
 <b>NEW Training &amp; Development Essentials</b> - Are you considering a career in training or HR? This short course equips you with the skills to identify & address individual & team development needs, support workgroup growth, & deliver powerful presentations that captivate diverse audiences, whether for marketing, training, or promotional purposes. <i>Units: BSBHRM413 Support the learning and development of teams and individuals; BSBCEM411 Make presentations.</i>	<b>12 Feb to 9 Apr 25</b> 1 evening per week - Wed - 9 weeks Trainer: Lynda Olling	\$710 gst exempt <b>or \$0*</b>	<b>6.00pm - 9.00pm</b>	Zoom
 <b>Project Management Essentials</b> - This course equips you with essential tools to manage complex projects across any industry, whether you're new to project management or seeking to enhance your project management skills. <i>Unit: BSBPMG430 Undertake project work</i>	<b>7 Mar to 4 Apr 25</b> 1 evening per week - Fri - 5 weeks Trainer: Darius Manaois	\$405 gst exempt <b>or \$0*</b>	<b>9.30am - 12.30pm</b>	Zoom

Note: For above classes held via Zoom, please check our website for computer requirements. For those held at our Brookvale Campus students are required to bring their own laptop or tablet to enable them to complete assessments in class. Check website for pre-requisites for the above courses.

\*ACE / TSB funded training is subsidised by the NSW Government.





COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
<b>NEW</b> Essential Personal Finance: How to Budget and Save	\$110 inc gst	Tue 25 Feb & Tue 04 Mar	2	6.30pm - 8.30pm	Crystal Petzer	Brookvale Campus
Share Market Investing for Beginners	\$110 inc gst	Mon 17 Mar & 24 Mar	2	6.30pm - 8.30pm	Rodney Walker	Brookvale Campus
	\$110 inc gst	Tue 25 Mar & 01 Apr	2	6.30pm - 8.30pm	Rodney Walker	Brookvale Campus

## English Language - \$0\* if English is your second language

✓ English Conversation Skills for Everyday Life	\$0*	Mon 24 Feb	6	9.15am - 11.45am	Julian Lancey	Brookvale Campus
	\$0*	Tues 25 Feb	6	6.00pm - 8.30pm	Annaliese Hawkesford	Brookvale Campus
✓ English Reading & Writing Skills for Beginners	\$0*	Mon 24 Feb	6	12.00pm - 2.30pm	Julian Lancey	Brookvale Campus

**Fee Free** Basic Computer Skills For Non English Speakers - see below for details - eligibility criteria applies.

**\*If eligible for ACE funded training, see page 7 for details. Please note: An enrolment form must be completed. If you require assistance completing the form, please join us at our College Information Day: Tuesday 4 Feb 2025 | 10am to 6pm | L1/14 William Street, Brookvale**

## Work & Life Skills

 Accidental Counselling <i>CHCCCS019 Recognise &amp; respond to crisis situations</i>	\$250 gst exempt or \$0*	Wed 12 & 19 Feb	2	9.30am - 2.30pm	Anne-Louise James	Brookvale Campus
 CHCPRT025 Identify and report children and young people at risk <i>Pre-requisites: Pre-course work must be completed prior to attending on the day. Students to bring laptop to training.</i>	\$160 gst exempt or \$0*	Sat 15 Feb	1	9.30am - 4.30pm	Helen Thornton	Brookvale Campus
 Coordinate & Supervise Volunteers for Your Organisation <i>CHCVOL003 Recruit, induct and support volunteers in your organisation</i>	\$250 gst exempt or \$0*	Thur 20 Feb & 27 Feb	2	9.30am - 2.30pm	Tammy Steele	Brookvale Campus
Help Build Happier & Healthier Relationships	\$120 gst exempt	Mon 17 Feb	1	10.00am - 4.00pm	Jo Neophyton	Brookvale Campus
 Medical Terminology <i>BSBMED301 Interpret &amp; apply medical terminology appropriately</i>	\$250 gst exempt or \$0*	Thur 27 Feb & Fri 28 Feb	2	9.30am - 2.30pm	Jyothi Immaraj	Brookvale Campus
 Plan and Conduct Group Activities <i>CHCGRP002 Plan and conduct group activities</i>	\$250 gst exempt or \$0*	Wed 5, 12 & 19 Mar	3	10.00am - 1.00pm	Anne-Louise James	Brookvale Campus
 HLTAID009 Provide Cardiopulmonary Resuscitation	\$75 gst exempt or \$0*	Various - see website	1	9.00am - 12.30pm	<i>Note:</i> • Limited funded spaces available. <i>Pre-requisites for all first aid/CPR courses:</i> • Pre-course work must be completed prior to attending on the day. • Practical demonstration (whilst kneeling on the floor) of CPR on a manikin	
 HLTAID011 Provide First Aid <i>(incl. HLTAID009 &amp; HLTAID010)</i>	\$150 gst exempt or \$0*	Various - see website	1	9.00am - 5.00pm		
 HLTAID012 Provide First Aid in an Education & Care Setting <i>(incl. HLTAID009, HLTAID010 &amp; HLTAID011)</i>	\$160 gst exempt or \$0*	Various - see website	1	9.00am - 5.00pm		
 Supporting People with Mental Illness <i>CHCMHS001 Work with people with mental health issues</i>	\$250 gst exempt or \$0*	Tue 25 Feb, 4 & 11 Mar 25	3	6.00pm - 9.00pm	Anne-Louise James	Brookvale Campus

*\*If eligible for ACE/TSB funded training, see page 7 for details.*

## FEE FREE WORKSKILLS

**Cost: \$0\*** if you can say yes to Q1 on pg 3.



### **NEW** Basic Computer Skills For Non English Speakers

This course is designed for beginner English speakers looking to gain practical computer and communication skills. Learn the language of computers and how to create a simple text document.

**Units:** FSKDIG001 Use digital technology for short & basic workplace skills; FSKOCCM002 Engage in short and simple spoken exchanges at work; FSKRDG006 Read and respond to simple informal workplace texts.

Day	Date	Time	Trainer	Location
1 day per week - Tuesdays	11 Feb to 1 Apr 25	9.30am - 12.30pm	Julian Lancey	Brookvale Campus



### **NEW** Polishing Your Resume & Interview Techniques

Prepare to enter, or re-enter, the workforce with confidence. This course will help you craft a clear and impactful resume and teach you essential techniques for succeeding in online or face to face job interviews.

**Units:** FSKLRG007 Use strategies to identify job opportunities; FSKOCCM004 Use oral communication skills to participate in workplace meetings; BSBTEC202 Use digital technologies to communicate in a work environment.

Day	Date	Time	Trainer	Location
1 day per week - Tuesdays	11 Mar to 1 Apr 25	9.30am - 1.30pm	Helen Thornton	Brookvale Campus

**For more information** please contact Susan Wilkinson on 9970 1004 or vet@nbmc.nsw.edu.au

✓ **Funded courses available** Courses that display the green/orange tick are available for funded positions and may be subsidised by the NSW Government, subject to eligibility. See page 7 for eligibility criteria.

✓ Courses displaying this symbol are Accredited & include assessments.

**i** For detailed information on our courses, including all materials lists, any additional costs and pre-requisites for studying via Zoom, visit: nbmc.nsw.edu.au



**Tech Savvy Seniors FUNDED!** Tech Savvy Seniors is a NSW Government initiative in partnership with Telstra. Eligibility for a position includes being an Australian citizen/permanent resident and aged 60+ (or Aboriginal Seniors aged from 50+). Evidence must be produced on the first session of the class. To book a position please phone 9970 1000 or visit our website. For full course descriptions visit our website - nbmc.nsw.edu.au



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Sharing Photos & Other Attachments Online <i>Prerequisite: Must have email and Facebook account.</i>	\$10 gst exempt	Thur 10 Apr	1	9.30am - 1.00pm	TBA	Brookvale Campus
Stay In Touch Using Zoom	\$10 gst exempt	Tues 08 Apr	1	9.30am - 1.00pm	TBA	Brookvale Campus
Introduction to iPhones Beginners <i>Prerequisite: Please bring a charged Apple iPhone with the latest IOS software update installed</i>	\$10 gst exempt	Thur 13 Feb	1	9.30am - 1.00pm	TBA	Brookvale Campus
Introduction to Online Shopping	\$20 gst exempt	Fri 21 Feb	1	9.30am - 2.00pm	TBA	Brookvale Campus
Introduction to Facebook <i>Prerequisite: Must have a Facebook account (if you require assistance creating an account, please contact the College at least 48 hours prior to course start date).</i>	\$10 gst exempt	Fri 14 Feb	1	9.30am - 1.00pm	TBA	Brookvale Campus
Introduction to iPads Beginners <i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i>	\$10 gst exempt	Thur 20 Feb	1	9.30am - 1.00pm	TBA	Brookvale Campus
How to Stay Safe Online	\$20 gst exempt	Fri 11 Apr	1	9.30am - 1.00pm	Philip John	Brookvale Campus
<b>NEW</b> Introduction to AI for Seniors	\$20 gst exempt	Fri 11 Apr	1	1.30pm - 3.30pm	Philip John	Brookvale Campus

NB: Stairs only, no lift access at Brookvale Campus

## Microsoft Office

### Excel

Excel for Business Introduction	\$425 gst exempt	Thur 20 Mar	3	9.30am - 2.30pm	Nadia Louw	Brookvale Campus
---------------------------------	------------------	-------------	---	-----------------	------------	------------------

*BSBTEC302 Design and produce spreadsheets. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.*

### Outlook

Introduction to Outlook - Email, Contacts & Calendar	\$425 gst exempt	Thur 20 Mar	3	9.30am - 2.30pm	Laurel Trim	Brookvale Campus
--	------------------	-------------	---	-----------------	-------------	------------------

*BSBOPS303 Organise schedules. Manual/notes provided. Prerequisite: Confident keyboarding skills.*

### Desktop

Introduction to Windows 11 <i>Prerequisite: Basic mouse skills.</i>	\$185 gst exempt	Thur 27 Feb	2	9.30am - 1.30pm	Laurel Trim	Brookvale Campus
Understanding Your Computer Files & Folders <i>Prerequisite: Knowledge of MS Windows.</i>	\$99 gst exempt	Thur 13 Mar	1	9.30am - 1.30pm	Laurel Trim	Brookvale Campus

## Office Skills

Touch Typing for Adults	\$360 gst exempt	Thur 13 Feb	5	9.30am - 12.00pm	Margaret Dellosso	Brookvale Campus
-------------------------	------------------	-------------	---	------------------	-------------------	------------------

*FSKDIG001 Use digital technology for short and basic workplace tasks. Prerequisite: Basic internet, keyboard and mouse skills.*

Basic IT Tech Tips for Your Small Business	\$199 gst exempt	Thur 13 Feb	2	9.30am - 1.30pm	Laurel Trim	Brookvale Campus
--	------------------	-------------	---	-----------------	-------------	------------------

## Programming

<b>NEW</b> Introduction To Programming Using Python	\$399 gst exempt	Thur 13 Feb	7	6.00pm - 8.30pm	Matt Murphy	Brookvale Campus
---	------------------	-------------	---	-----------------	-------------	------------------

*Manual/notes provided. Prerequisite: Good to intermediate computer skills. Note: No classes Thurs 27 Feb and 27 Mar 2025.*

## Zoom

Hosting Zoom Meetings for Business/ Training	\$160 gst exempt	Fri 03 Apr	1	9.00am - 3.30pm	Philip John	Zoom
--	------------------	------------	---	-----------------	-------------	------

*BSBTEC202 Use digital technologies to communicate. Prerequisites: Familiar with attending Zoom meetings.*

**Funded courses available** Courses that display the green/orange tick are available for funded positions and may be subsidised by the NSW Government, subject to eligibility. See page 7 for eligibility criteria.

Courses displaying this symbol are Accredited & include assessments.

For detailed information on our courses, including all materials lists, any additional costs and pre-requisites for studying via Zoom, visit: nbmc.nsw.edu.au

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
--------	------	------	----------	------	---------	----------

## Social Media




 Absolute Beginners Guide to Social Media Marketing Using AI <i>Please see website for prerequisites.</i>	\$170 gst exempt	Sat 29 Mar	1	9.00am-3.30pm	Philip John	Brookvale Campus
Canva Beginners for Social Media <i>Prerequisite: Confident computer skills.</i>	\$120 gst exempt	Wed 05 Feb	1	9.30am - 2.30pm	Sarah Lorien	Brookvale Campus
Working With Video in Canva <i>Prerequisite: Confident computer skills.</i>	\$120 gst exempt	Wed 12 Feb	1	9.30am - 2.30pm	Sarah Lorien	Brookvale Campus
Canva Intermediate <i>Prerequisite: Familiar with Canva and has a Canva Pro subscription.</i>	\$120 gst exempt	Wed 19 Feb	1	9.30am - 2.30pm	Sarah Lorien	Brookvale Campus

AI Essentials for Your Business & Beyond the Essentials: Mastering AI Tools for Your Business - see page 8 for details.

## Bookkeeping & Accounting

Xero for Beginners	\$275 gst exempt	Sat 15 Feb & 1 Mar	2	9.30am - 3.00pm	Maxine Haigh-White	Brookvale Campus
<i>Manual/notes provided. Prerequisite: Strong file management skills using Windows PC &amp; basic internet skills. Prior to the first class all students must have set up their own access to Xero with access to authenticator (instructions for creating your free Xero account will be emailed prior to course commencing). Students must have a smart phone in class to access the authenticator.</i>						
Xero Payroll	\$170 gst exempt	Sat 15 Mar	1	9.30am - 3.00pm	Maxine Haigh-White	Brookvale Campus
<i>Prerequisite: Basic internet skills. Must be familiar with Xero or have attended our Xero for Beginners course.</i>						
Xero Advanced	\$170 gst exempt	Sat 29 Mar	1	9.30am - 3.00pm	Maxine Haigh-White	Brookvale Campus
<i>Prerequisite: Basic internet skills. Must be familiar with Xero or have attended Xero for Beginners.</i>						

## Adobe Graphic Design




 InDesign CC Level 1	\$475 gst exempt	Mon 10 Feb	6	6.15pm - 9.15pm	TBA	Brookvale Campus
<i>Manual/notes provided. Prerequisite: Confident user of Windows or Mac, user of Word &amp; good Windows file management skills.</i>						
 Photoshop CC Level 1	\$475 gst exempt	Tues 11 Feb	6	6.15pm - 9.15pm	TBA	Brookvale Campus
<i>Manual/notes provided. Prerequisite: Confident user of Windows or Mac, user of Word &amp; good Windows file management skills.</i>						
 Illustrator CC Level 1	\$475 gst exempt	Thur 13 Feb	6	6.15pm - 9.15pm	TBA	Brookvale Campus
<i>Manual/notes provided. Prerequisite: Confident user of Windows or Mac, user of Word &amp; good Windows file management skills.</i>						

## FEE FREE COMPUTER SKILLS

**Cost: \$0\*** if you can say yes to Q1 on pg 3.



If you said **Yes** to **Q1** on page 3 talk to us about studying these **fee free** short courses.

 <b>NEW Digital Skills For The Over 55s</b> - Boost your digital confidence! This program is tailored for over 55s, guiding you through the essentials of MS Windows, MS Word, email, and personal cyber security. Gain practical skills, stay connected, and learn to navigate the digital world safely. Units: FSKDIG001 Use digital technology for short and basic work place skills; BSBTEC301 Design and produce business documents; FSKRDG007 Read and respond to simple work place information; BSBXCS301 Protect own personal online profile from cyber security threats.	<b>10 Feb to 19 Mar 25</b> 2 days per week - Mon & Wed	<b>\$0*</b>	<b>9.30am-2.30pm</b>	Brookvale Campus
 <b>NEW Digital Skills Workplace Essentials</b> - Enhance your workplace readiness with essential digital skills! This program covers MS Windows, MS Word, MS Excel, and MS Outlook, equipping you with the tools to communicate effectively, organise tasks, and boost productivity in a work setting. Units: FSKDIG001 Use digital technology for short and basic work place skills; BSBTEC301 Design and produce business documents; FSKDIG003 Use digital technology for non routine workplace tasks; BSBOP5303 Organise schedules.	<b>24 Mar to 21 May 25*</b> 2 days per week - Mon & Wed  <i>*Includes 2 week Easter holiday break.</i>	<b>\$0*</b>	<b>9.30am-2.30pm</b>	Brookvale Campus
 <b>Essential Computer Skills</b> - This comprehensive course is suitable for those who need basic Windows, Word, Excel, Internet, Email and Zoom skills to help them in the workplace or to enrol in further training. Not only will you be able to upgrade your skills, once completed, you will have a nationally recognised VET Accredited Certificate to add to your resumé. On successful completion of this course students will receive FSK10219 Certificate I in Skills for Vocational Pathways. <i>Pre-requisite: Basic keyboarding and mouse skills.</i>	<b>10 Feb to 9 Apr 25</b> Mon & Wed plus 2 x Saturdays* 2 days per week for 9 weeks	<b>\$0*</b>	<b>5.30pm - 9.00pm</b>	Brookvale Campus

Flexible, weekly directed self-study hours required. **For more information** please contact Mairead O'Leary on 9970 1001 or [mairead@nbmc.nsw.edu.au](mailto:mairead@nbmc.nsw.edu.au)

**\*This training is fee-free and fully funded by the NSW Government.**

Full details are available on our website: [nbmc.nsw.edu.au](http://nbmc.nsw.edu.au). On successful completion of the above skill sets student's will receive a Statement of Attainment/Certificate. Successfully completed units may be used as credit transfers against future vocational training.



**Funded courses available** Courses that display the green/orange tick are available for funded positions and may be subsidised by the NSW Government, subject to eligibility. See page 7 for eligibility criteria.



Courses displaying this symbol are Accredited & include assessments.



For detailed information on our courses, including all materials lists, any additional costs and pre-requisites for studying via Zoom, visit: [nbmc.nsw.edu.au](http://nbmc.nsw.edu.au)





# Languages

**Travellers Stage 1**
**Travellers Stage 2**
**Beginners Stages 1, 2, 3, 4**
**Intermediate Stages 1, 2, 3, 4**
**Advanced Conversation**

For students with little or no knowledge of the language. Designed for travel use.

Continuation from Stage 1.

(Duration of each Stage is one term) - For students who wish to learn the language more comprehensively over a year. Enrolment is term by term.

(Duration of each Stage is one term) - Designed for students who have completed the equivalent of one year of language. Continuation of grammar, vocabulary and conversation. Enrolment is term by term.

For students who can interact with a good degree of fluency. Emphasis is on conversation.

Please visit the website for more detailed information on the different levels and to check which course is most appropriate for your needs.

Purchase of a textbook may be required (approx \$60).

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
<b>French</b>						
French Beginners Stage 1	\$350 inc gst	Check website.	8		TBC	St Lukes Mosman
French Beginners Stage 2	\$350 inc gst	Mon 10 Feb	8	12.30pm - 2.30pm	Dominique Partridge	St Lukes Mosman
French Beginners Stage 4	\$350 inc gst	Check website	8	3.30pm - 5.30pm	TBC	St Lukes Mosman
French Intermediate Stage 1	\$350 inc gst	Mon 10 Feb	8	10.00am - 12.00pm	Dominique Partridge	St Lukes Mosman
French Intermediate Stage 3	\$350 inc gst	Check website.	8	6.00pm - 8.00pm	TBC	St Lukes Mosman
French Intermediate Stage 4	\$350 inc gst	Thur 13 Feb	8	12.30pm - 2.30pm	Dominique Partridge	Cammeray Golf Club
French Advanced Conversation	\$480 inc gst	Thur 13 Feb	8	9.30am - 12.00pm	Dominique Partridge	Cammeray Golf Club

## Italian

Italian Travellers Stage 1	\$350 inc gst	Tue 11 Feb	8	3.00pm - 5.00pm	Francesca Modica	Brookvale Campus
	\$350 inc gst	Wed 12 Feb	8	2.30pm - 4.30pm	Flavia Natoli	Brookvale Campus
	\$350 inc gst	Wed 12 Feb	8	6.00pm - 8.00pm	Francesca Modica	Brookvale Campus
Italian Travellers Stage 2	\$350 in gst	Tue 11 Feb	8	5.30pm - 7.30pm	Francesca Modica	Brookvale Campus
<i>Prerequisite: Italian Travellers Stage 1 or equivalent</i>	\$350 inc gst	Wed 12 Feb	8	5.00pm - 7.00pm	Flavia Natoli	Brookvale Campus

## Japanese

Japanese Beginners Stage 1	\$350 inc gst	Thur 13 Feb	8	6.30pm - 8.30pm	Mami Himura Cheng	Brookvale Campus
Japanese Beginners Stage 2	\$350 inc gst	Mon 10 Feb	8	6.30pm - 8.30pm	Mami Himura Cheng	Brookvale Campus

## Mandarin

Mandarin Beginners Stage 1	\$350 inc gst	Wed 12 Feb	8	6.30pm - 8.30pm	Linda Bennett	Brookvale Campus
----------------------------	---------------	------------	---	-----------------	---------------	------------------

## Spanish

Spanish Travellers Stage 1	\$350 inc gst	Mon 10 Feb	8	5.30pm - 7.30pm	Ariana Lancey	Brookvale Campus
Spanish Travellers Stage 2	\$350 inc gst	Mon 10 Feb	8	7.30pm - 9.30pm	Ariana Lancey	Brookvale Campus
Spanish Conversation Level 2a	\$350 inc gst	Tue 11 Feb	8	12.00pm - 2.00pm	Elizabeth Holgado-Vente	St Lukes Mosman

## German

German Travellers Stage 1	\$350 inc gst	Wed 12 Feb	8	6.30pm - 8.30pm	Wolfgang Mueller	Brookvale Campus
---------------------------	---------------	------------	---	-----------------	------------------	------------------

## Auslan 1

Introduction to Auslan 1	Check website for details.
--------------------------	----------------------------

## English Language - \$0\* if English is your second language

✓ English Conversation for Everyday Life	\$0*	Mon 24 Feb	6	9.15am - 11.45am	Julian Lancey	Brookvale Campus
	\$0*	Tues 25 Feb	6	6.00pm - 8.30pm	Annaliese Hawkesford	Brookvale Campus
✓ English Reading & Writing Skills for Beginners	\$0*	Mon 24 Feb	6	12.00pm - 2.30pm	Julian Lancey	Brookvale Campus

**Fee Free** Basic Computer Skills for Non English Speakers - see page 9 for details - eligibility criteria applies.

**\*If eligible for ACE funded training, see page 7 for details. Please note: An enrolment form must be completed. If you require assistance completing the form, please join us at our College Information Day: Tuesday 4 Feb 2025 | 10am to 6pm | L1/14 William Street, Brookvale**



For detailed information on our courses, including all materials lists, any additional costs and pre-requisites for studying via Zoom, visit: [nbmc.nsw.edu.au](http://nbmc.nsw.edu.au)



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
<b>Drawing &amp; Painting</b>						
Drawing for Beginners	\$350 inc gst	Fri 14 Feb	8	1.30pm - 3.30pm	Mark Kingston	St Lukes Mosman
Drawing for Beginners to Intermediate	\$350 inc gst	Mon 10 Feb	8	6.30pm - 8.30pm	Jennifer Rosnell	Brookvale Campus
Drawing: Beginners to Intermediate	\$350 inc gst	Mon 10 Feb	8	2.15pm - 4.15pm	John Wells	Tramshed Narrabeen
Drawing for Beginners Weekend Workshop	\$265 inc gst	Sat 15 Feb & Sun 16 Feb	2	10.00am - 4.00pm	John Wells	St Lukes Mosman
	\$265 inc gst	Sat 01 Mar & Sun 02 Mar	2	10.00am - 4.00pm	John Wells	Brookvale Campus
Intro to Drawing & Painting One Day Workshop	\$142 inc gst	Sat 08 Mar	1	10.00am - 4.00pm	David Pavich	St Lukes Mosman
Drawing With Pen & Wash	\$350 inc gst	Thur 13 Feb	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman
<b>NEW</b> Sketching your Travels: One Day Workshop	\$120 inc gst	Sat 01 Mar	1	11.00am - 4.00pm	Susan Bernasconi	St Lukes Mosman
<b>NEW</b> Landscape Painting from Photos Workshop	\$142 inc gst	Sat 15 Feb	1	10.00am - 4.00pm	David Pavich	St Lukes Mosman
<b>NEW</b> Thrift Store Art Makeover One Day Workshop	\$120 inc gst	Sat 15 Mar	1	10.00am - 3.00pm	Julie Lindfield	Brookvale Campus
Ways With Watercolour: One Day Workshop	\$120 inc gst	Sat 15 Mar	1	11.00am - 4.00pm	Susan Bernasconi	St Lukes Mosman
Watercolour: Beginners	\$490 inc gst	Mon 03 Feb	9	11.30am - 2.00pm	John Wells	Tramshed Narrabeen
	\$490 inc gst	Tue 04 Feb	9	11.00am - 1.30pm	John Wells	Collaroy Swim Club Community Centre
Watercolour: Beginners Weekend Workshop	\$265 inc gst	Sat 22 Feb & Sun 23 Feb	2	10.00am - 4.00pm	John Wells	Brookvale Campus
	\$265 inc gst	Sat 22 Mar & Sun 23 Mar	2	10.00am - 4.00pm	John Wells	St Lukes Mosman
Watercolour: Intermediate <i>Prerequisite: Watercolour Beginners or equivalent</i>	\$440 inc gst	Mon 10 Feb	8	11.30am - 2.00pm	John Wells	Tramshed Narrabeen
	\$440 inc gst	Tue 11 Feb	8	11.00am - 1.30pm	John Wells	Collaroy Swim Club Community Centre
Ways With Watercolour	\$350 inc gst	Fri 14 Feb	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman
<b>Crafts</b>						
Crochet for Beginners	\$220 inc gst	Mon 17 Feb	4	5.00pm - 7.30pm	Payal Bhargava	St Lukes Mosman
	\$220 inc gst	Wed 12 Mar	4	5.00pm - 7.30pm	Payal Bhargava	Brookvale Campus
Slow Crochet- Calming Crochet for Beginners	\$220 inc gst	Fri 21 Feb	4	1.30pm - 4.00pm	Payal Bhargava	Brookvale Campus
Tunisian Crochet - Beginners	\$220 inc gst	Thur 13 Mar	4	6.00pm - 8.30pm	Payal Bhargava	Brookvale Campus
Pottery on the Wheel	\$505 inc gst	Wed 12 Feb	8	6.00pm - 8.30pm	Sally Howe	Tramshed Narrabeen
Pottery (Handbuilding & Beginners Wheel)	\$505 inc gst	Mon 10 Feb	8	6.30pm - 9.00pm	Bridget Willis	Forestville Arts Ctre
	\$505 inc gst	Tue 11 Feb	8	6.30pm - 9.00pm	Evan Davis	Forestville Arts Ctre
	\$505 inc gst	Thur 13 Feb	8	6.30pm - 9.00pm	Sally Howe	Forestville Arts Ctre
<b>NEW</b> Pottery Handbuilding 2 Day Workshop	\$215 inc gst	Mon 24 Feb & 10 Mar	2	9.30am - 1.30pm	Sally Howe	Tramshed Narrabeen
<b>Fashion</b>						
Absolutely Fabulous Colour Analysis	\$240 inc gst	Sat 29 Mar	1	10.00am - 2.30pm	Sharron Del Wakely	St Lukes Mosman
Absolutely Fabulous Personal Style Analysis	\$240 inc gst	Sat 01 Mar	1	10.00am - 2.30pm	Sharron Del Wakely	St Lukes Mosman
General Sewing - Beginners	\$349 inc gst	Mon 10 Feb	4	1.00pm - 5.00pm	Pippa May	Brookvale Campus
	\$330 inc gst	Wed 26 Feb	5	1.30pm - 4.30pm	Bronnie Zervos	Brookvale Campus
General Sewing - Beginners/Intermediate	\$385 inc gst	Tue 11 Feb	7	6.15pm - 8.45pm	Pippa May	Brookvale Campus
	\$385 inc gst	Wed 12 Feb	7	6.15pm - 8.45pm	Pippa May	Brookvale Campus
	\$360 inc gst	Thur 13 Feb	8	7.00pm - 9.00pm	Pippa May	St Lukes Mosman
General Sewing - Intermediate	\$330 inc gst	Wed 26 Feb	5	10.00am - 1.00pm	Bronnie Zervos	Brookvale Campus
General Sewing- Beginner and Intermediate One Day Workshop	\$142 inc gst	Sat 01 Mar	1	10.00am - 4.00pm	Pippa May	Brookvale Campus
	\$142 inc gst	Sat 15 Mar	1	10.00am - 4.00pm	Pippa May	Brookvale Campus
	\$142 inc gst	Sat 29 Mar	1	10.00am - 4.00pm	Pippa May	Brookvale Campus



For detailed information on our courses, including all materials lists, any additional costs & pre-requisites for studying via Zoom, visit: [nbmc.nsw.edu.au](https://nbmc.nsw.edu.au)

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
<b>Home &amp; Garden</b>						
Australian Native Plants	\$145 inc gst	Sun 23 Mar	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Backyard Beekeeping	\$145 inc gst	Sun 02 Mar	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Bonsai for Beginners	\$145 inc gst	Sun 16 Mar	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Organic Gardening	\$145 inc gst	Sun 09 Mar	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Furniture Restoration & French Polishing	\$360 inc gst	Sat 15 Feb	4	9.30am - 1.30pm	Rick Tailby	Tramshed Narrabeen
Gardening for Beginners	\$145 inc gst	Sun 09 Feb	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Garden Design in Small & Large Spaces	\$145 inc gst	Sun 23 Feb	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Plant Propagation	\$145 inc gst	Sun 30 Mar	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman

## Drama, Music & Singing

<b>NEW</b> Film and Theatre Workshop - Beginner to Intermediate	\$180 inc gst	Sat 08 Mar	1	9.30am - 3.30pm	Philip John	Brookvale Campus
Guitar: Beginners Level 1	\$175 inc gst	Wed 12 Feb	8	6.00pm - 7.00pm	Mark Broughton	Brookvale Campus
	\$175 inc gst	Wed 12 Feb	8	7.30pm - 8.30pm	Brenton White	St Lukes Mosman
Guitar: Beginners Level 2	\$175 inc gst	Wed 12 Feb	8	7.00pm - 8.00pm	Mark Broughton	Brookvale Campus
Piano for Beginners	\$345 inc gst	Mon 03 Feb	10	7.00pm - 8.00pm	Tilly Cantrill	Jamm Music Collaroy
(Book required from Jamm Music \$25)	\$345 inc gst	Wed 05 Feb	10	12.30pm - 1.30pm	Tilly Cantrill	Jamm Music Collaroy
Singing Fundamentals	\$120 inc gst	Sat 08 & 15 Feb	2	10.00am - 12.30pm	Robin McInnes	St Lukes Mosman
	\$142 inc gst	Tue 11 Feb	3	6.30pm - 8.30pm	Robin McInnes	St Lukes Mosman
	\$142 inc gst	Tue 11 Mar	3	6.30pm - 8.30pm	Robin McInnes	St Lukes Mosman
The Ukulele Stage 1	\$145 inc gst	Wed 12 Feb	6	8.35pm - 9.35pm	Brenton White	St Lukes Mosman
	\$145 inc gst	Wed 12 Feb	6	8.00pm - 9.00pm	Mark Broughton	Brookvale Campus
Womens Singing For Fun	\$370 inc gst	Mon 03 Feb	10	2.30pm - 3.30pm	Tilly Cantrill	Jamm Music Collaroy

## Photography

Digital SLR Photography Introduction	\$385 inc gst	Mon 17 Feb	7	6.30pm - 9.00pm	Julie Crespel	Brookvale Campus
	\$396 inc gst	Fri 28 Feb	6	10.00am - 1.00pm	Julie Crespel	Brookvale Campus
	\$396 inc gst	Wed 26 Feb	6	10.00am - 1.00pm	Julie Crespel	St Lukes Mosman

## SHORT COURSES



## Lifestyle

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
<b>Leisure</b>						
Book Group - Reading For Pleasure	\$262 inc gst	Tues 11 Feb	8	10.00am - 11.30am	Margaret Baird	St Lukes Mosman
Becoming an Author: Beyond the Writing	\$105 inc gst	Tue 18 & 25 Feb	2	6.30pm - 8.30pm	Amy Hutton	Brookvale Campus
	\$105 inc gst	Thur 13 & 20 Mar	2	6.30pm - 8.30pm	Amy Hutton	St Lukes Mosman
Cake - Fondant Decorating Workshop	\$165 inc gst	Sat 01 Mar	1	9.30am - 12.30pm	Amber Subaki	Brookvale Campus
Cupcake Decorating Workshop	\$165 inc gst	Sat 15 Feb	1	9.30am - 12.30pm	Amber Subaki	Brookvale Campus
<b>NEW</b> Getting Your Novel Published - Tips to help you get that book contract	\$55 inc gst	Thur 20 Feb	1	6.30pm - 8.30pm	Amy Hutton	Brookvale Campus
Canine First Aid	\$154 inc gst	Sat 15 Feb	1	9.00am - 12.30pm	Narelle Brown & Julie Quinn	Brookvale Campus
<b>NEW</b> Canine Loss and Grief	\$77 inc gst	Sat 15 Feb	1	1.30pm - 3.00pm	Narelle Brown & Julie Quinn	Brookvale Campus
<b>NEW</b> A New Puppy? What you Need to Know	\$98 inc gst	Sat 8 Mar	1	9.00am - 11.00am	Narelle Brown & Julie Quinn	Brookvale Campus
<b>NEW</b> Understanding Your Dog & Problem Solving incl. Separation Anxiety	\$120 inc gst	Sat 8 Mar	1	11.30am - 2.00pm	Narelle Brown & Julie Quinn	Brookvale Campus

## Health, Fitness, Mind & Soul

Adult Learn to Horse Ride - Immersive Course	\$660 inc gst	Mon 10 Feb	4	12.00pm - 2.00pm	MC Equestrian Riding School	
	\$660 inc gst	Wed 12 Nov	4	6.30pm - 8.30pm	MC Equestrian Riding School	
Ballet For The Over 50s	\$190 inc gst	Mon 03 Feb	10	7.30pm - 8.30pm	Lisa Peresan	Manly Presb. Church Hall
	\$190 inc gst	Tue 04 Feb	10	1.00pm - 2.00pm	Lisa Peresan	Manly Presb. Church Hall





# OPEN DAY

Tuesday 4 February 2025

10am - 6.00pm

Brookvale Campus

L1, 14 William St, Brookvale



Need more information about our Accredited courses? Come along to our College Open Day. There will be an opportunity to chat face-to-face with our Coordinators and Trainers, and have all your questions answered. Find the information you need to help you choose and enrol in your ideal course.

We deliver Accredited courses in:

- Ageing, Disability Care
- Allied Health
- Assistant in Nursing
- Community Services
- Counselling
- Computing
- Early Childhood Education & Care
- Entrepreneurship & New Business
- Leadership & Management
- Leisure & Health
- Project Management
- School Based Education Support
- Tourism

For more information please visit:

**[nbmc.nsw.edu.au](http://nbmc.nsw.edu.au)**



**[nbmc.nsw.edu.au](http://nbmc.nsw.edu.au)**  
9970 1000  
**[enquiries@nbmc.nsw.edu.au](mailto:enquiries@nbmc.nsw.edu.au)**



**[facebook.com/nbmcollege](https://facebook.com/nbmcollege)**



**[Instagram.com/northernbeachescollege](https://Instagram.com/northernbeachescollege)**



**[Linkedin.com/in/northern-beaches-m-20483b18a/](https://Linkedin.com/in/northern-beaches-m-20483b18a/)**



**[YouTube.com/@northernbeachesmosmancolle3559](https://YouTube.com/@northernbeachesmosmancolle3559)**

